

**U.S. Mission: Santiago, Chile**

**VACANCY ANNOUNCEMENT NO. 2021-012**

**Position Title:** Commercial Assistant

**Opening Period:** July 9 - 23, 2021

**Series/Grade:** FSN-8, FP-6

**Salary:** \*Ordinarily Resident (OR): CLP 23,839,264 gross salary p.a. U.S. citizen resident candidates will also be paid in Chilean pesos.

For USEFM: Actual salary will be determined by Washington, D.C.

**For more info:** Mailing Address: [Santiagojobs@state.gov](mailto:Santiagojobs@state.gov)

**Who may apply:** All Interested Candidates/All Sources

**Security clearance required:** Non-Sensitive

**Marketing statement:** We encourage you to read and understand the [Eight \(8\) Qualities of Overseas Employees.](#)

**Summary:** The U.S. Embassy in Santiago, Chile is seeking eligible and qualified applicants for the position of Commercial Assistant in the Foreign Commercial Section Office.

**The work schedule for this Position is:** Full-time: 40 hours/week

**Start date:** The successful applicants must be able to begin work within approximately 4 weeks of receipt of agency authorization and/or clearances/certification or their candidacy may end.

**Supervisory position:** no

**Basic function of position:** The incumbent provides a moderate range of FCS services to U.S. clients and host country businesses in his/her assigned industry sectors. S/he assists in the development of market entry and export strategies; monitors and reports trade opportunities; researches and analyzes market trends; and drafts market research reports. S/he helps recruit delegations of host-country buyers to attend U.S.-based trade shows, and s/he promotes the United States as a premier destination for foreign direct investment. S/he builds working relationships with working-level contacts among private companies, industry chambers, and government officials in the United States and the host country, to gather information, find opportunities, advocate on behalf of U.S. companies, or seek information about trade barriers or changing regulations that negatively impact U.S. exports. S/he reports all client interactions in the FCS customer relations database and responds to client inquiries in a timely manner. S/he provides administrative back-up support to the FCS Office on an ongoing basis, for telephone coverage, clerical support, and other administrative tasks as needed.

**ALL ORDINARILY RESIDENT APPLICANTS MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.**

## **Qualifications/Requirements:**

Applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item. **Failure to do so may result in a determination that the applicant is not qualified.**

1. Completion of bachelor's degree in business management, marketing, commerce, finance, economics, international trade is required.
2. Minimum of 2 (two) years in the fields of marketing, trade promotion, economics, or international trade is required.
3. Level IV (Fluent) English and Spanish Speaking/Reading required. (This will be tested.)
4. The incumbent must possess a good basic knowledge of international trade, commercial marketing, and general business procedures within an office. Must possess knowledge of Microsoft Office software suite (i.e., Word, Excel, PowerPoint, Access, Outlook).
5. The incumbent must have the ability to meet U.S. and host-country business representatives and government officials with tact and professionalism; research and analytical skills, using the internet or other online resources; writing skills.

**Please note that for any or all of the above requirements testing might be applied.**

### **NOTES:**

1. All applicants under consideration will be required to pass medical and security certification.
2. All non-Chilean ordinarily resident applicants **must** have the required residency and/or work permit to be eligible for consideration.
3. American Citizens residing in Chile and working for the U.S. Embassy are required to file and pay U.S. federal taxes and FICA contributions in addition to Chilean taxes and social security contributions. Please note that as an employee of the U.S. Government, you are ineligible to take the Foreign Earned Income Exclusion (FEIE, Form 2555). For detailed information, please refer to the IRS website at [www.irs.gov](http://www.irs.gov).
4. Current Ordinarily Resident (OR) employees who are currently serving a probationary period are not eligible to apply. Current Ordinarily Resident (OR) employees who are currently on a PIP (Performance Improvement Plan) are not eligible to apply.
5. Current Not Ordinarily Resident (NOR) employees hired on a Family Member Appointment (FMA) or a Personal Service Agreement (PSA) are not eligible to apply within the first 90 calendar days of their employment, unless they have a When Actually Employed (WAE) work schedule.

**EQUAL EMPLOYMENT OPPORTUNITY:** The U.S. Mission provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation.

**HIRING PREFERENCE SELECTION PROCESS:** When qualified, applicants in the following hiring preference categories are extended a hiring preference in the order listed below. Therefore, it is essential that these applicants accurately describe their status on the application. Failure to do so may result in a determination that the applicant is not eligible for a hiring preference.

### **HIRING PREFERENCE ORDER:**

- (1) AEFM / USEFM who is a preference-eligible U.S. Veteran\*
- (2) AEFM / USEFM
- (3) Foreign Service employees on LWOP\*\* and Civil Service employees with a reemployment rights

\* **IMPORTANT:** Applicants who claim status as a preference-eligible U.S. Veteran must submit a copy of their most recent DD-214, Certificate of Release or Discharge from Active Duty, equivalent documentation or certification. A “certification” is any written document from the Armed Forces that certify the service member is expected to be discharged or released from active duty service in the Armed Forces under honorable conditions within 120 days after the certification is submitted by the applicant. The certification letter should be in the letterhead of the appropriate military branch of service and contain (1) the military service dates including the expected discharge or release date; and (2) the character of service. Acceptable documentation must be submitted in order for the preference to be given.

\*\* This level of preference applies to all Foreign Service employees on LWOP and CS with re-employment rights back to their agency or bureau.

For more information (i.e., what is an EFM, USEFM, AEFM, MOH) and for additional employment consideration please visit the following link: <https://careers.state.gov/downloads/files/definitions-for-va>.

**How to Apply:** All applicants must electronically submit information through the Embassy’s Electronic Recruitment Application (ERA) site, through the link on the Embassy’s internet site at (<https://cl.usembassy.gov/embassy/jobs/>) and must attach the documents listed below:

Required:

**Other**

Residence and/or Work Permit (for non-Chilean applicants)  
DD-214 (if applicable)

**What to Expect Next:** Only applicants who are invited to take a language or skills test or who are selected for an interview will be contacted via email.

For further information: The complete position description listing all of the duties, responsibilities, required qualifications, etc. may be obtained by contacting the Human Resources Office ([santiagojobs@state.gov](mailto:santiagojobs@state.gov)).

Thank you for your application and your interest in working at the U.S. Mission in Santiago.